

TOWN OF DAVIE

TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: Mark Alan, Director of Human Resources Management (954) 797-1169

PREPARED BY: Human Resources Analyst Maureen Sealy

SUBJECT: Resolution enacting and formally establishing job classification titles, job classification specifications, and salary ranges for new and revised job classification titles.

AFFECTED DISTRICT: Not Applicable

TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA AUTHORIZING JOB CLASSIFICATION TITLES, JOB CLASSIFICATION SPECIFICATIONS, AND SALARY RANGES FOR INFORMATION SYSTEMS SPECIALIST II, DEPUTY PLANNING & ZONING MANAGER, ZONING INSPECTOR, CODE COMPLIANCE INSPECTOR II, ENGINEER II AND RETITLING OF PLANNING SUPERVISOR TO PLANNER III; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

REPORT IN BRIEF: The subject item has been agendized under the consent agenda. The adoption of this resolution will enact and formally establish titles, specifications/descriptions, and salary ranges for the indicated job classifications. The adoption of this resolution is necessary since pursuant to Personnel Rules and Regulations of the Town of Davie, Rule III, Section 7 and Rule IV, Section 2, new or revised job classification specifications and salary range adjustments will be submitted to the Town Council for approval.

The establishment of new or amended job classification titles and job classification specifications/descriptions is necessary in order to accurately reflect the general statement of the job classification as well as specific duties and responsibilities, essential job functions, minimum requirements, and performance indicators for the specified job classifications. The establishment of associated salary ranges of the specified job classifications was necessary in order to appropriately compensate individuals employed in these job classifications when competitive market conditions and internal equity issues are taken into consideration. The following includes some of the factors considered during the analyses for the development and establishment of the job classification titles, job classification specifications, and salary ranges for inclusion of the indicated job classifications in the Fiscal Year 2003 Budget: 1) Job tasks (qualitatively/quantitatively); 2) Task significance, variability, and difficulty; 3) Knowledge/skill variety; 4) Level of autonomy; 5) Interaction (co-worker, supervisory); 6) Span of control; 7) Work unit size; 8) Size of organization.

The following are newly proposed job classifications and associated salary ranges:

Information Systems Specialist II	522 (\$51,243 - \$68,671)
Deputy Planning & Zoning Manager	524 (\$54,596 - \$73,164)
Zoning Inspector	516 (\$41,181 - \$55,186)
Code Compliance Inspector II	515 (\$39,504 - \$52,938)

The following are currently approved job classifications and current associated salary ranges. The job classification specification/descriptions for these job classifications merely contain updated language with regards to the revised tasks for Engineer II and amending the title of Planning Supervisor to Planner III.

Engineer II	522 (\$51,243 - \$68,671)
Planner III	521 (\$49,566 - \$66,423)

PREVIOUS ACTIONS: None

CONCURRENCES: Not Applicable

FISCAL IMPACT: None

RECOMMENDATIONS: Staff recommends approval of the Resolution.

Attachment(s): Resolution and Exhibits "A" through "F"

cc: Thomas J. Willi, Town Administrator
Ken Cohen, Assistant Town Administrator
Russell Muniz, Town Clerk

MA:MS:ms
0804-R -2004 Class Specs01 (cm08/04/04)

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA AUTHORIZING JOB CLASSIFICATION TITLES, JOB CLASSIFICATION SPECIFICATIONS, AND SALARY RANGES FOR INFORMATION SYSTEMS SPECIALIST II, DEPUTY PLANNING & ZONING MANAGER, ZONING INSPECTOR, CODE COMPLIANCE INSPECTOR II, ENGINEER II AND RETITLING OF PLANNING SUPERVISOR TO PLANNER III; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Davie desires to authorize job classification specifications, job classification titles, and salary ranges for several job classifications and amend the classification and compensation plan accordingly; and

WHEREAS, it is recommended that the classification and compensation plan be amended to enact and formally establish job classification specifications, job classification titles, and salary ranges for said job classifications; and

WHEREAS, it is in the best interest of the Town to enact said amendments to the classification and compensation plan.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council of the Town of Davie does hereby authorize the amendment of the Town of Davie classification and compensation plan by authorizing the following job classification specifications herein incorporated as Exhibits A through F at the indicated annual salary ranges:

<u>Job Classification</u>	<u>Salary Range</u>
Information Systems Specialist II	522 (\$51,243 - \$68,671)
Deputy Planning & Zoning Manager	524 (\$54,596 - \$73,164)
Zoning Inspector	516 (\$41,181 - \$55,186)
Code Compliance Inspector II	515 (\$39,504 - \$52,938)
Engineer II	522 (\$51,243 - \$68,671)
Planner III	521 (\$49,566 - \$66,423)

SECTION 2. If any section, subsection, sentence, clause, phrase, or portion of this Resolution is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portion of the Resolution.

SECTION 3. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2004

MAYOR/COUNCILMEMBER

ATTEST:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2004

Exhibit A

CLASS SPECIFICATION

INFORMATION SYSTEMS SPECIALIST II

GENERAL STATEMENT OF JOB

Under general supervision, encompasses technical responsibilities for the design, implementation, enhancement, maintenance and analysis of computer software systems, programs and operational routines. Is responsible for communicating intent of projects to computer users and advising on the most efficient method of computer system use. Reports to Information Systems Supervisor.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Designs, implements, enhances and maintains Database Management Systems, Data Communications Systems, Applications, and/or related software functions.

Performs highly complex difficult technical work as an individual contributor on a major project.

Performs day-to-day system and file maintenance tasks for Town's computer system, including but not limited to, analyzing and correcting system dysfunctions, receiving and posting data transmissions, restoring files and periodically processing back-up files, transferring files between computer systems, and processing periodic account closing.

Maintains and upgrades software, user passwords, job control language and menu system; installs new software programs; recovers files from damaged drives or disks; maintains hardware and software inventories; installs computers and peripheral equipment; maintains printers, tape drives, disk drives.

Prepares tests, de-bugs and documents complicated and intricate computer programs.

Maintains phone system and phone log, coordinating repair work as necessary.

ADDITIONAL JOB FUNCTIONS

Evaluates and modifies existing programs; corrects program errors by revising instructions or altering the sequence of operations; analyzes and eradicates "viruses."

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from a two or four-year college or university with a degree in computer science or a related computer field, and 3 years of experience in computer programming work, preferably providing knowledge of IBM AS/400, MacIntosh and IBM PC computer systems; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of computers and peripheral equipment including screwdriver, pliers, copiers, typewriters, and telephones, etc. Must be able to exert a negligible amount of force constantly to move objects. Physical demand requirements are those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from supervisors.

Language Ability: Requires the ability to read a variety of reports, letters and memos, budget reports, computer operational/maintenance manuals, invoices, purchase orders, etc. Requires the ability to prepare correspondence, reports, forms, budgets, studies, computer programming, etc., with limited availability of prescribed formats, and conforming to all rules of punctuation, grammar, diction, and style.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of computer languages.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, geometry, statistical inference and statistical theory.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of programming techniques, programming languages, operating systems and capabilities and limitations of electronic computers and peripheral equipment. Has considerable knowledge of data processing equipment, systems and methods. Has considerable knowledge of office procedures, methods and practices. Has general knowledge of the techniques used in systems analysis and design. Has general knowledge of the current literature, trends, and developments in the field of computer systems analysis and programming. Is skilled in recognizing, analyzing and recommending solutions to difficult data processing problems. Is able to analyze operations and to organize their component parts into logical system. Is able to prepare clear and concise instructions. Is able to communicate effectively orally and in written form. Is able to establish and maintain effective working relationships with office and user department personnel. Is able to exercise considerable independent judgment and initiative in independently completing assigned projects.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts within department and division, and with co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Illustrative Examples of Work."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc.
Information Systems Specialist II

Offers suggestions and recommendations to encourage and improve cooperation between all staff persons within the department.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and departmental benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the department and project a good departmental image.

Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, supervisor, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the Town regarding the activities of the division and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the department and the division. Within the constraints of Town policy, formulates the appropriate strategy and tactics for achieving division and departmental objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the division and department.

Organizing: Organizes the work of subordinate staff. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all Town and department matters affecting them and/or of concern to them.

Staffing: Works with other department officials and management to select and recommend employment of personnel for the division who are qualified both technically and philosophically to meet the needs of the division and the department. Personally directs the development and training of division personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding

performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of department goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of Town standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet division goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the division. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the division and the department. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of Town policies regarding the division, department and Town function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the Town and continually reviews division policies in order to ensure that any changes in Town philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

CLASS SPECIFICATION

DEPUTY PLANNING & ZONING MANGER

GENERAL STATEMENT OF JOB

Under the supervision of the Planning and Zoning Manager, performs responsible supervisory and administrative work involving the overall day-to-day management of planning activities within the Planning and Zoning Division of the Development Services Department. An employee in this class performs a variety of analytical tasks related to the formulation and/or the revision and refinement of the Town's comprehensive land use plan and land development code through reports and recommendations. Work involves demographic projections, and ongoing evaluation of the impact of demographic change on Town's departments. Work results are reviewed for technical adequacy and professional standards.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Supervises the review of site plans, plats, rezoning, variances and other applications for development permits; prepares and presents reports and recommendations to Town boards; participates as member of Development Review Committee during review of such applications and permits.

Makes recommendations concerning land development regulations.

Assigns, directs and supervises planning and zoning staff; performing evaluations and appraisals of their work.

Supervises site plan review work by other planners, checking for accuracy and completeness of review and report preparation.

Directs and participates in the gathering and analysis of statistical and narrative data pertaining to population growth, land use and economic development, or such other topics related to growth as directed.

Confers with developers, builders and surveyors regarding prospective requests for use plan amendments, rezoning, variances, special permits, vacations of right-of-ways and site plans.

Directs and participates in special planning and development studies as required.

Makes formal presentations of information about planning and zoning process before citizens and community groups.

Performs various administrative duties for Planning and Zoning Division, overseeing expenditures and overall work plan; prepares various report of divisional activities.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from a four (4) year college or university in Urban Planning or related field and two (2) years of supervisory experience in planning; or any combination of training and experience which provides the required skills, knowledge and abilities.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate various drafting instruments and a variety of automated office machines including a computer, printer, print machine, copier, typewriter, etc. Must be physically able to operate a motor vehicle. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are for Light to Medium Work.. Involves walking or standing for periods of time (indoor and outdoor).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants. Includes receiving instructions, assignments and/or directions from supervisors. Must be able to deal with the public firmly, impartially, and courteously. Excellent customer service skills are a must.

Language Ability: Requires the ability to read a variety of site plans and plats, ordinances, correspondence, etc. Requires the ability to prepare maps, permits, site plans, and other required reports and records, using prescribed formats and conforming to all rules of punctuation, grammar, diction and style. Must be able to read and interpret plans and specifications to determine compliance with established standards, especially landscape plans. Must have good knowledge of Town codes and ordinances, and legal procedures for enforcement of same. Must be able to conduct inspections, follow oral and written assignments, and ascertain facts through good investigative techniques. Requires the ability to speak to people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables; to interpret a variety of instructions furnished in oral, written, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including code compliance, landscaping issues, legal, construction, and regulatory terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and determine time and weight. Must be able to use practical applications of fractions and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of Town zoning and landscaping codes and the ability to apply those code regulations to building plans. Has thorough knowledge of building permit issuance procedures and the various stages when violations and defects should be observed and corrected. Has considerable knowledge of local and State inspection codes and laws. Has general knowledge of the principles of supervision, organization, and administration. Has working knowledge of Town geography. Has the ability to plan, coordinate, and supervise the work of the Chief Landscape Inspector and Landscape Inspectors. Is able to exercise independent judgment in the applying standards to a variety of work situations. Is able to express ideas effectively orally and in writing. Is able to establish and maintain effective working relationships that employ considerable tact and firmness with contractors, the public, and property owners. Is able to exercise independent judgment and initiative in determining if zoning and landscape ordinance requirements are met. Has considerable knowledge of the current literature, trends, and developments in the field of zoning and landscape administration. Is skilled in the collection, analysis and presentation of technical data and zoning recommendations. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Illustrative Examples of Work."

Dependability: Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and Town benefit. Contributes to maintaining high morale among all Town employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the Town and project a good Town image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, Senior Planner, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the Town regarding the activities of the division as it relates to landscaping issues, and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the department and the division. Within the constraints of Town policy, formulates the appropriate strategy and tactics for achieving division and departmental objectives as it relates to landscaping and zoning issues. Organizes, arranges and allocates manpower and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the division and department as it specifically relates to landscaping activities.

Organizing: Organizes work and that of staff as well. Ensure that staff is trained and are regularly and appropriately informed of all Town and department matters affecting them and/or of concern to them.

Staffing: Offer assistance to select and recommend employment of personnel for the division who are qualified both technically and philosophically to meet the needs of the division and the department

concerning landscaping issues. Personally directs the development and training of division personnel in order to ensure that they are properly inducted, oriented and trained in regards to landscape and zoning issues.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied for the benefit of the Division. Exercises enthusiasm in influencing and guiding others toward the achievement of department goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of Town standards, methods and procedures.

Delegating: When necessary, assigns additional duties to staff as appropriate in order to meet division goals.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the division in the area of landscaping activities. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives, and brings to supervisors attention promptly.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the division as it relates to landscaping activities. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change or added responsibilities.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of Town policies regarding the division, department and Town function as it relates to landscaping activities. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from assistant and /or subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the Town and continually reviews division policies in order to ensure that any changes in Town philosophy or practice are appropriately incorporated as it relates to landscaping issues. Also understands the relationship between operating policies and practices and department morale and performance.

CLASS SPECIFICATION

ZONING INSPECTOR

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of routine and complex office and field work to determine compliance with zoning regulations and other Town Codes. Employee works with considerable independence within established policies, procedures and guidelines. Works on special reports and projects relative to zoning related issues. Also performs related duties as assigned.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Possesses considerable knowledge of Federal, State and local land use and zoning codes and related laws and ordinances.

Independently organize work programs and complete projects.

Read and interpret codes and ordinances.

Read blueprints, plans and maps.

Express ideas effectively, both orally and in writing.

Establish and maintain effective, professional relationships with other employees and the public.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Building, Construction, Planning or related field and three (3) years of experience; or Graduation with a two year Associates Degree and four (4) years of experience in zoning, permitting, building or related fields which provide the required knowledge, skills and ability.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of drafting instruments and a variety of office equipment including computer, copier, data base software, survey systems, design equipment, etc. Must be able to exert up to 10 pounds of force occasionally, and up to 5 pounds of force frequently, or a negligible amount of force constantly to move objects. Physical demand requirements are those for Light Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Zoning Inspector

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from supervisors.

Language Ability: Requires the ability to read a variety of reports, letters and memos, budget reports, assessments, surveys and permits, code regulations, zoning reports, etc. Requires the ability to prepare correspondence, reports, forms, studies, assessments, municipal code development, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering, legal, construction, and regulatory terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, geometry, statistical inference and statistical theory.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires ability in operating a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Has considerable knowledge of the Town zoning codes and the ability to apply zoning code regulations to building plans. Has considerable knowledge of building permit issuance procedures. Has some knowledge of the principles and practices of urban planning. Has some

knowledge of planning techniques, tools and procedures including drafting and graphics. Has some knowledge of research techniques and reporting methods. Has some knowledge of the current literature, trends, and developments in the field of zoning administration. Is skilled in the collection, analysis and presentation of technical data and zoning recommendations. Is able to exercise independent judgment and initiative in determining if zoning ordinance requirements are met. Is able to exercise considerable tact and firmness in dealing with property owners and the general public on zoning ordinance matters. Is able to express ideas effectively orally and in writing. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts within department and division, and with co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Illustrative Examples of Work."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons within the department.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and departmental benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the department and project a good departmental image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, supervisor, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

CLASS SPECIFICATION

CODE COMPLIANCE INSPECTOR II

GENERAL STATEMENT OF JOB

Under supervision of the Code Compliance Official performs specialized administrative and investigative work enforcing applicable state and local codes. Is responsible for inspecting, investigating and prosecuting violations of the Town of Davie Code and other codes and/or ordinances applicable to property within the Town. Serves as Lead Compliance Inspector. Reports to the Chief Code Compliance Official or designee.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Investigates complaints of code violations and initiates investigations of code violations observed; conducts follow up inspections where code violations have previously occurred.

Maintains records and correspondence, including letters of violation and affidavits; performs research to prepare cases against violations.

Delivers violations notices; contacts and coordinates witnesses' appearances.

Performs tasks in accordance with established policies, directives and objectives of the department and the Town through code compliance procedures and techniques.

Reviews field work of Code Compliance Inspectors, and reports same to the Chief Code Compliance Inspector.

Attends meetings, seminars and other public forums on behalf of the Chief Code Compliance Inspector as necessary.

ADDITIONAL JOB FUNCTIONS

May perform specialized functions within the Code Compliance Division including but not limited to activities related to duty as liaison with other Town or Department divisions. Such duties may include coordinating enforcement of occupational license codes, franchise agreements or similar responsibilities related to Town codes.

MINIMUM TRAINING AND EXPERIENCE

High School Diploma supplemented by additional coursework at a college level curriculum in Public or Business Administration, Social or Natural Sciences, Police Administration, or a related field, plus 3 years of experience in a compliance capacity, such as law enforcement, code compliance, zoning compliance, or related public oriented situation, Levels I and II certification required from Florida

Association of Code Enforcement (F.A.C.E.); or any equivalent combination of education, training and experience which provides the required skills, knowledge and abilities.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of office equipment including computer, copier, survey systems, design equipment, etc. Must be able to exert up to 10 pounds of force occasionally, and/or up to 5 pounds of force frequently, or a negligible amount of force constantly to move objects. Physical demand requirements are those for Light Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the work sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving and giving instructions, assignments or directions.

Language Ability: Requires the ability to read a variety of reports, letters and memos budget reports, assessment surveys and permits, code regulations, inspections reports, etc. Requires the ability to prepare correspondence, forms, studies, assessments, municipal code development etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in technical and/or professional languages including engineering, legal, construction, and regulatory terminology used within the parameters of the job.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide, utilize decimals and percentages; understand and apply the theories of algebra and geometry.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires ability to coordinate hands and eyes rapidly and accurately using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and in emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Has considerable knowledge of the Town Code of ordinances and other applicable ordinances and regulations, or demonstrated ability to acquire same. Has considerable knowledge and understanding of established department policies, procedures, directives and objective, and ability to adjust to changes in same. Has considerable knowledge of investigative methods, procedures and techniques. Has general knowledge of the current literature, trends and developments in the field of code compliance. Has working knowledge of Town geography. Possesses skills necessary to satisfactorily identify code violations in the field, and process violations in accordance with established policies, procedures, directives and objectives. Is able to effectively and efficiently handle code compliance complaints and violations within the framework of established department policies, procedures, directives and objectives. Is able to plan, organize and complete work assignments in situations involving numerous demands and priorities. Is able to exercise independent judgment and initiative in applying standards to a variety of work situations. Is able to express ideas effectively orally and in writing. Is able to establish and maintain effective working relationships with other employees, subordinates, the general public and Town officials, and as otherwise necessitated by work assignments. Is able to exercise considerable tact and firmness in communicating with the public and other staff.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Illustrative Examples of Work."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to

problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and Town benefit. Contributes to maintaining high morale among all Town employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the Town and project a good Town image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, supervisors, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the assigned work area. Knows and understands the expectations of the department regarding the activities of the assigned work area and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the assigned work area. Within the constraints of departmental policy, formulates the appropriate strategy and tactics for achieving work objectives. Organizes, arranges and allocates manpower and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the assigned work area.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all departmental matters affecting them and/or of concern to them.

Staffing: Works with department management to recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the Town. Assists in the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are

to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of departmental goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower resources efficiently and effectively. Coordinates audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of departmental standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet work goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the assigned work area. When a particular policy, procedure or strategy does not appear to be achieving the desired result, informs and interacts with supervisory personnel to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the assigned work area. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of departmental policies regarding the assigned work area. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the department and continually reviews department policies in order to ensure that any changes in philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

Exhibit "E"

CLASS SPECIFICATION

ENGINEER II

GENERAL STATEMENT OF JOB

This is a client services position. The Engineer II interact on a daily basis with contractors, engineers, architects, Town residents, and/or other Town employees to clarify and assist in the resolution of expressed concerns. Under limited professional engineering supervision, the Engineer II performs civil engineering work in the design, inspection, construction and maintenance of public works, water, sewer and other utilities projects and facilities. Primary duties include, but are not limited to, detailed review and provision of written comments for plats, site plans, engineering designs and construction permit application packages associated with public and private projects. Reviews will be conducted by the Engineer II and monitored by supervisors to ensure compatibility with applicable standards, codes, Town ordinances and pertinent infrastructure plans. The Engineer II also works closely with the Chief Engineering Inspector to supplement filed inspection requirements and review building permit plans during peak demand periods. The Engineer II reports directly to the Assistant Town Engineer and indirectly, for specific duties, to the Chief Engineer Inspector.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Maintain primary responsibility for scheduling and timely review of planning and engineering packages submitted for engineering review.

Work in conjunction with the Planning & Zoning Division in the Development Services Department in accordance with previously established procedures, in the review and provision of written comments for boundary plats, subdivision plats, site plans, master site plans and other planning documents submitted for engineering review.

Review and provide written comments for engineering plan submittals with specific regard to traffic, paving, grading, drainage, water and sewer designs. Review plans for consistency with applicable standards, codes, Town ordinances, pertinent infrastructure plans, and, if applicable, previous comments. Review engineering permit application submittals for incorporation of all previous comments, as well as, providing a final check for consistency with applicable codes and plans.

Assess and confirm plan review and permit fees associated with Engineering Division plan and permit submittals for Clearing & Grubbing; Site Development; Paving & Grading; Drainage; Water; and Sewer. Fees will be assessed in accordance with the fee structure identified by Town Code.

Under the supervision of the Chief Engineering Inspector, the Engineer II will participate in the inspection of projects for compliance with plans and specifications.

Interact with and provide contractors, consultants, other Town Department and the general public with technical information relating to engineering projects in accordance with Client Services and Quality Management.

Participate in the preparation of specifications and contracts for the construction of streets, sidewalks, sanitary and storm sewers, bridges, water main extensions, and other engineering projects as necessary.

Participate in the preparation of computations for paving, curbing, and sewer assessments; design of storm sewers and culverts, water extension projects, streets and other municipal projects.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from a four year college or university with a Bachelors Degree in Civil Engineering (Master Degree preferred) or a closely related field and four (4) years of progressively responsible experience in the planning, design and construction of private developments, redevelopments, and underground utility and public works projects; or any equivalent combination of training and experience which provides the required registration, skills, knowledge and abilities. At a minimum, the Engineer II must be registered as an Engineer-In-Training (EIT) in the State of Florida, or within another State where reciprocal agreements may provide the Engineer II with the required Florida EIT registration within six (6) months.

Must be computer literate and fully versed in the use of Microsoft Office (specifically Word and Excel), various e-mail programs and other software as necessary. Knowledge and capability for two-dimensional drawing within AutoCAD a plus.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of office equipment including computer, copier, data base software, survey systems, design equipment, etc. Must be able to exert up to 10 pounds of force occasionally, and up to 5 pounds of force frequently, or a negligible amount of force constantly to move objects. Physical demand requirements are those for Light Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions and/or directions to associates, contractors, consultants, other Town departments and the general public.

Language Ability: Requires the ability to read a variety of reports, letters and memos, budget reports, assessments, customer correspondence, surveys and permits, code regulations, engineering reports, etc. Requires the ability to prepare correspondence, reports, forms, budget studies, assessments, municipal code development, etc., using limited prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering, legal, and regulatory terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, geometry, statistical inference and statistical theory.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires basic ability in operating a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Has considerable knowledge of the principles and practices of civil engineering as applied to planning, design and constructions of a variety of private residential and commercial development, as well as, a variety of public works and utilities facilities. Has considerable knowledge of municipal engineering objectives, purposes, methods and practices. Has considerable knowledge of land and engineering survey systems, methods and techniques. Has general knowledge of local, State and Federal laws, regulations and codes governing municipal public works construction and design. Has general knowledge of the principles of supervision, organization and administration. Is able to exercise independent judgment and initiative in developing work methods. Is able to read and interpret construction plans, specifications and blueprints. Is able to adapt engineering methods and standards to the design and construction of a variety of public works and utilities facilities. Is able to perform moderately difficult computations and prepare engineering cost estimates. Is able to lay out

and supervise public works and capital improvement engineering projects. Is able to assist in the planning, design and construction supervision of public works and capital improvement engineering projects. Is able to express ideas effectively orally and in writing. Is able to prepare technical reports. Is able to establish and maintain effective working relationships with municipal officials and employees, contractors, consultants and the general public.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts within department and division, and with co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Illustrative Examples of Work."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiate proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons within the department.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and departmental benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the department and project a good departmental image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, supervisors, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of

effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the Town regarding the activities of the division and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the department and the division. Within the constraints of Town policy, formulates the appropriate strategy and tactics for achieving division and departmental objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the division and department.

Organizing: Organizes work and that of subordinate staff well. Ensures that subordinate staff members know what results are expected of them and that they are regularly and appropriately informed of all Town and department matters affecting them and/or of concern to them.

Staffing: Works with other department officials and management to select and recommend employment of personnel for the division who are qualified both technically and philosophically to meet the needs of the division and the department. Assists in the development and training of division personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of department goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Has a clear and comprehensive understanding of Town standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet division goals, enhance staff abilities, building confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Assists the Town Engineer in using discretion and judgment in developing and implementing courses of action affecting the division. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the division and the department. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff subordinates.

Policy Implementation: Has a clear and comprehensive understanding of Town policies regarding the division, department and Town functions. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the Town and continually reviews division policies in order to ensure that any changes in Town philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

Exhibit "F"

CLASS SPECIFICATION

PLANNER III

GENERAL STATEMENT OF JOB

Under general supervision, performs planning and research work in reviewing site plans, and coordinating site planning with zoning review of permits and occupational licenses, and tasks related thereto as needed to ensure efficiency and accuracy of review and processing. Also may review other zoning-related applications. Reports to the Planning and Zoning Manager.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Reviews site plans, and to a lesser extent may review plats, variances, rezonings, dedications or vacations of right of way and easements, and special permits as needs dictate, and prepares and presents reports and recommendations to Town boards; participates as a member of the Development Review Committee during review of such applications.

Makes recommendations concerning land development regulations.

Supervises site plan review work by other planners, checking for accuracy and completeness of review and report preparation.

Coordinates site plan review and permit review functions within Planning and Zoning Division, ensuring that development approval conditions are met during the permitting and licensing.

Reviews surveys, site plans, occupational/beverage licenses and development permits for consistency with applicable codes.

Confers with developers, builders and surveyors regarding prospective requests for use plan amendments, rezoning, variances, special permits, vacations of right-of-ways and site plans.

Helps gather and analyze statistical data for use in preparing technical reports on population growth, land use, economic development, Town programs and related topics; writes reports of such studies.

May prepares legal advertisements for publication about pending amendments or revisions to land use plan, or rezoning, variances, special permits and vacations of right-of-way and utility easements.

Assists in notifying Town Clerk's office of items to be placed on agenda for Planning and Zoning Board and Town Council meetings; may prepare ordinances and resolutions for proposal.

Makes oral presentations as required.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Master's Degree in Planning, Public Administration or related field and 5 years of responsible experience, at least 2 of which must be with site planning and permitting; or a Bachelor's Degree in Planning, Public Administration or related field with 7 years of responsible experience of which 3 must be with site planning and permitting; or any combination of training and experience which provides the required skills, knowledge and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computer, copier, calculator, etc. Must be able to exert up to 10 pounds of force occasionally, and/or up to 5 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are those of Light Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports, letters and memos, budget reports, regulatory codes, assessments, finance reports, surveys and permits, etc. Requires the ability to prepare correspondence, reports, forms, budgets, studies, assessments, zoning plans, land use plans, ordinances, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering, legal, and planning terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, geometry, statistical inference and statistical theory.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.).

PERFORMANCE INDICATORS

Knowledge of Job: Has considerable knowledge of the principles and practices of urban planning. Has considerable knowledge of the environmental and socioeconomic implications of the planning process. Has general knowledge of published materials and of general research areas as related to planning activities. Has general knowledge of the basic governmental and administrative framework in which planning operates. Has basic knowledge of the principle of supervision, and considerable knowledge of the principle of organization. Is able to exercise independent judgment in applying methods to a variety of work situations. Is able to establish and maintain effective working relationships with the general public and with municipal, county, state and federal officials. Is able to exercise tact and courtesy in frequent dealings with the public. Is able to review and coordinate work of other employees. Is able to communicate ideas effectively in oral and written form. Has general knowledge of drafting and graphics as used in municipal and public planning. Has general knowledge of research techniques and reporting methods. Has general knowledge of the current literature, trends, and developments in rural and urban planning. Is skilled in the collection, analysis and presentation of technical data and planning recommendations. Is able to analyze assigned planning problems and to make recommendations for their solution. Is able to organize, prepare and present complete reports on assigned planning projects. Is able to accurately interpret, correlate and tabulate data. Is able to express ideas effectively orally and in writing. Has ability to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts within department and division, and with co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Illustrative Examples of Work."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons within the department.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and departmental benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the department and project a good departmental image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, supervisor, professionals and the general public.

Coordination of Work: Coordinates review of site plans with permit and license review. Avoids duplication of effort. Reviews work of subordinates before submitting to Planning and Zoning Manager for final review. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, and uses information effectively in order to enhance the specified activities and production of the department. Suggests ways to increase efficiency and accuracy of plan, license and permit review and organization to the Planning and Zoning Manager, and then implements and monitors them.

Organizing: Organizes and coordinates work and that of subordinate staff well.

Decision Making: Uses discretion and judgment in recommending interpretations of the Code to the Planning and Zoning Manager. When a particular policy, procedure or strategy does not appear to be achieving the desired result, recommends alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the plan, permit and license review functions of the division. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of Town policies regarding the division, department and Town function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff. Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the Town and continually reviews division policies in order to ensure that any changes in Town philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.